

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF ALASKA



Electronic Filing Administrative Policies and Procedures January 3, 2006

**With Revisions Through
December 5, 2008**

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Introduction

Case Management/Electronic Case Files (CM/ECF) is a new case management system being implemented in the Federal Judiciary for all bankruptcy, district and appellate courts. This new technology is Internet-based, user friendly, and offers numerous benefits to attorneys, the Court, and the public including access to most case records via the Internet.

CM/ECF implementation in the bankruptcy courts has been underway since early 2001, district court implementation began in 2002, and appellate court implementation is scheduled to begin in late 2004. This system is currently in use in 94 district courts. Over 32 million cases have been filed electronically on CM/ECF, since the first courts implemented the system in 1998, and 400,000 attorneys and parties have filed documents electronically over the Internet using CM/ECF.

Effective **January 3, 2006**, the U.S. District Court for the District of Alaska will require all attorneys in civil and criminal cases to file documents with the Court electronically over the Internet through the CM/ECF system. The court will require parties and their counsel to participate in electronic filing. While parties and pro se litigants may register to receive “read only” electronic filing accounts so that they may access documents in the system and receive electronic notice, only registered attorneys, as Officers of the Court, will be permitted to file electronically.

The Clerk’s Office has established two CM/ECF Help Desk phone lines (907-677-6145 or 1-866-403-1914) as well as an e-mail address (cmecfhelpdesk@akd.uscourts.gov) so that we can respond to users’ questions regarding the electronic filing system and the registration process. The Help Desk will be staffed business days from 8:00 a.m. to 12:30 p.m. and 1:30 p.m. to 4:30 p.m. and will be available at all other times to record voice mail messages or receive e-mail.

1. Authorization for Electronic Filing

Pursuant to FED. R. CIV. P. 5(e), FED. R. CRIM. P. 49(b) and (c), D.Ak. LR 5.3 and D.Ak. LCrR 49.1, the following Electronic Filing Administrative Policies and Procedures as well as the Attorney’s User Manual, govern electronic filing in this district; unless, due to extraordinary circumstances in a particular case, a judicial officer determines that these Electronic Filing Administrative Policies and Procedures should be modified in the interest of justice.

2. Definitions and Instructions

The following definitions and instructions will apply to these Electronic Filing Administrative Policies and Procedures:

- 2.1 The term “document” includes pleadings, motions, exhibits, declarations, affidavits, memoranda, papers, orders, notices and any other filing by or to the Court.
- 2.2 The term “component” includes all documents, other than exhibits, which are filed in conjunction with, or in support of another document.

2.3 The term “party” includes counsel of record and *pro se* litigant.

2.4 All hours stated are Alaska Standard Time or Alaska Daylight Time, as appropriate.

3. Application of Rules and Orders

Unless modified by approved stipulation or Order of the Court or a judicial officer, all Federal Rules of Civil and Criminal Procedure, Local Rules, and Orders of the Court will continue to apply to cases filed electronically.

4. Applicable Cases

Effective **January 3, 2006**, electronic filing will be required in all civil and criminal cases, unless otherwise ordered by the Court. The requirement for electronic filing will apply to all open cases which were initiated prior to January 3, 2006.

5. Social Security Cases

Unless otherwise ordered by the court, all documents, notices, and orders in Social Security reviews filed in District Court on January 3, 2006, or later, must be electronically filed and noticed, except that Social Security transcripts must be filed and served conventionally. Transcripts will not be scanned or otherwise placed in the electronic case file and remote access will not be available.

To address the privacy issues inherent in a Social Security review, Internet access to the individual documents will be limited to counsel and court staff. Docket Reports will be available over the Internet to non-parties.

6. System Requirements

While the system requirements may be set forth more completely in the Attorney’s User Manual or other court publication, it is expected that the following hardware and software will be needed to electronically file, view and retrieve documents in the electronic filing system:

- A personal computer running a standard platform such as Windows 95 or later or a Macintosh operating system, and with at least 16 mb of available memory
- An Internet provider using Point to Point Protocol (PPP); it is recommended that you utilize a high speed connection (256 kbs, or higher).
- Internet browser: Internet Explorer 6.0 and 7.0 and Firefox 1.5 and 2.0.
- Software, such as Adobe Acrobat Writer or pdfFactory, to convert documents from a word processor format to portable document format ((.pdf))

- A scanner to convert documents to electronic (.pdf) format that can not be converted from the word processor. **A scanner may not be used for converting documents that can be converted to electronic (.pdf) from a word processing program.**

7. **Filing of Civil Case Initiating Documents, Payment of Filing Fee and Service of Summons**

The Court will accept case initiating documents (e.g. Complaints, Notices of Removal, Civil Cover Sheet, Summons) sent by e-mail, sent by U.S. Mail or delivered in person to the Clerk's office. The preferred method is to receive case initiating documents by e-mail in (.pdf) format at the following address: newcvcases@akd.uscourts.gov. The subject matter of the e-mail should read "**name of divisional office-new civil case**", ie: "**Anchorage-new civil case**". Parties filing case initiating documents via e-mail will be contacted by the Clerk's Office to obtain the method of payment for the case opening fee. Case initiating documents sent by U.S. Mail or delivered in person to the Clerk's Office should be accompanied by disc in electronic (.pdf) format with a check or money order for the case opening fee. All new case filing fees must be received by the Clerk's office **no later than 3 business days** after receipt of the case initiating documents. **The case will be filed the date that the filing fee or application to proceed inform a pauperis is received.**

Pursuant to 28 U.S.C. §1446 a defendant or defendants desiring to remove any civil action from state court shall file in the District Court a Notice of Removal signed pursuant to Rule 11 of the Federal Rules of Civil Procedure and containing a short and plain statement of the grounds for removal, together with a copy of all process, pleadings and orders served upon such defendant or defendants in such action. **Parties filing a Notice of Removal should refrain from submitting any additional state court documents, other than those required by 28 U.S.C. §1446, until directed to do so by the Court's Notice to Petitioner Subsequent to Removal.**

Parties requesting summons to be issued may present them to the court by e-mail, by U.S. mail, or by delivery in person to the Clerk's Office. The party requesting the issuance of summons must complete the top portion of the summons form. To submit the summons by e-mail, they must be sent to newcvcases@akd.uscourts.gov. If the summons are submitted **after** the case initiating documents, the subject matter of the e-mail should read "**name of division office-summons for new civil case**", ie: "**Anchorage-summons for new civil case**".

Once the summons has been issued, the Clerk's Office will notify the requesting party that the summons is available for pick up at the Clerk's office, or if a self-addressed stamped envelope was submitted, the summons will be mailed to the requesting party.

A party may not electronically serve a summons, but instead must perfect service according to Rule 4 of the Federal Rules of Civil Procedure. Affidavits of service, that pertain to an executed summons, may be filed electronically through ECF.

8. General Format of Documents to be Filed Electronically

Electronically filed documents must meet the requirements of FED. R. CIV P. 10 , D.Ak. LR. 10.1 and D.Ak. LCR 49.1, as if they had been submitted on paper. Documents filed electronically are also subject to any page limitations set forth by Court Order or by D.Ak. LR 10.1.

9. Filing Documents Electronically

Electronic transmission of a document consistent with the procedures adopted by the Court will, upon the complete receipt of the same by the Clerk of Court, constitute filing of the document for all purposes of the Federal Rules of Civil and Criminal Procedure and the Local Rules of this Court, and will constitute entry of that document on the docket sheet maintained by the Clerk, pursuant to FED. R. CIV. P. 58 and 79 and FED. R. CRIM. P. 55.

A “Notice of Electronic Filing” (NEF) acknowledging that the document has been filed will immediately appear on the filer’s screen and will be transmitted to the registered parties of the case. Parties can also verify the filing of documents by inspecting the Court’s electronic docket sheet. The Court may, upon the motion of a party or upon its own motion, strike any inappropriately filed document.

Documents filed electronically must be submitted in Adobe Acrobat (.pdf) format.

Filing documents electronically does not alter any filing deadlines. All electronic transmissions of documents must be completed (i.e., received **completely** by the Clerk’s Office) prior to midnight in order to be considered timely filed that day. Although parties can, in most instances, file documents electronically 24 hours a day, attorneys and parties are strongly encouraged to file all documents during normal working hours of the Clerk’s Office (7:30 a.m. - 4:30 p.m) when assistance is available.

- **Periodic maintenance will cause a temporary unavailability of CM/ECF. In such instances the Court will make every effort to publish the date and duration of the anticipated unavailability on the Court’s CM/ECF main page.**

Any party filing a pleading or other document electronically or conventionally, which is time sensitive, must immediately contact the appropriate Case Management Clerk and advise them of the time-sensitive filing. The filing party should be prepared to provide the Case Management Clerk with the following information:

- The case number, and
- The docket number
- Unless exceptional circumstances exist that prevent the document from being transmitted during regular business hours, the participant must make every effort to transmit any time-sensitive document during regular business hours on the date the document is due

10. Civil and Criminal Dockets

The party electronically filing a pleading or other document is responsible for designating a proper docket entry title for the document, by using one of the event categories prescribed by the court. [*See Attorney's User Manual*].

Once a document is electronically filed it becomes part of the electronic case file. Once the transaction is accepted, CM/ECF will not permit the filing party to make changes. The Clerk's staff will edit the docket text to clarify what the filing error is and what action is needed to correct the filing error. In many instances, the Clerk's staff will enter a Docket Annotation to notify the parties of how to comply with quality control standards. The filing party will be advised if the document needs to be refiled (i.e., the wrong event was selected).

11. System Availability

The Court's system is designed to provide service 24 hours a day*. The parties, however, are encouraged to file documents in advance of filing deadlines and during normal business hours.

- * **Periodic maintenance will cause a temporary unavailability of CM/ECF. In such instances the Court will make every effort to publish the date and duration of the anticipated unavailability on the Court's CM/ECF main page.**

If a participant in the CM/ECF System is unable to transmit a time-critical document electronically, due to technical failure of either the CM/ECF System or the participant's system, or due to internet congestion or internet service provider problems, the participant must promptly contact the judicial officer's Case Management Clerk and make alternate arrangements for filing the document in electronic format during normal working hours.

12. Registration

In order to effectively use the electronic filing system, users will need both a CM/ECF account and a PACER (Public Access to Court Electronic Records) account.

- **CM/ECF Account:** A party seeking to file documents electronically must complete either this Court's Attorney CM/ECF Training Session or its Computer Based Training Program or alternatively, is registered as a CM/ECF participant in another court. Upon completion of one of the training sessions, or proof of registration with another court, the attorney must submit a completed Electronic Filing System Registration form, prior to being assigned a CM/ECF user identification name and password that will serve as that party's signature for all purposes, including FED. R. CIV. P. 11
- Online registration forms are available on the Court's web site (www.akd.uscourts.gov). Additionally, attorneys seeking to file electronically must be admitted to practice in the U.S. District Court for the District of Alaska. All completed Registration Form must be signed by the registrant and addressed to:

Office of The Clerk of Court
CM/ECF Attorney Registration
U.S. Courthouse and Federal Building
222 West 7th Avenue, #4
Anchorage, Alaska 99513-7564

- Once registration is completed, the Attorney Registration Clerk will e-mail the registrant with his/her user login name and password, unless the attorney has opted out of electronic service, in which case, his/her login name and password will be mailed to the address listed on the Attorney Registration Form.
- Parties agree to protect the security of their passwords and immediately notify the Clerk of Court if they learn that their password has been compromised. Parties may be subject to sanctions for failure to comply with this provision.
- **PACER Account:** In order to retrieve documents from the CM/ECF system over the Internet, all users, including members of the public, must have a PACER account. PACER is a national billing system that provides case information from nearly all federal courts.
- Users who do not have a PACER account will be unable to view or retrieve docket sheets or documents over the Internet, but may access that information, unless otherwise restricted, at the courthouse. PACER accounts can be established through the PACER Service Center:

<http://pacer.psc.uscourts.gov>
PACER Service Center
P.O. Box 780549
San Antonio, TX 78278
(800) 676-6856 or (210) 301-6440

- Under the PACER system, parties and counsel of record are entitled to one free copy of each document filed in their cases, so long as they retrieve the document within 15 days of filing. Subsequent access to those documents, or access to documents in other cases, are subject to PACER billing fees. See the PACER web site for current rates and details.

13. Service of Electronically Filed Documents

By participating in CM/ECF, the parties consent to the electronic service of all documents, and must make available electronic mail addresses for service, unless they specifically opt out of Electronic Service [See D.Ak. LR 5.3(c)(2)(C)]. Upon the filing of a document by a party or the Court, a “Notice of Electronic Filing” (NEF) will be automatically generated by CM/ECF, and sent electronically to the e-mail addresses of all parties in the case. In addition to receiving NEFs, the parties are strongly encouraged to sign onto CM/ECF at regular intervals to check case activity.

A certificate of service must be included with all documents filed in CM/ECF. Such certificate will

indicate that service was accomplished pursuant to the Court's electronic filing procedures. The party effectuates service on all parties by filing electronically, unless an attorney has opted out of electronic service, in which case, the filing party must serve the attorney conventionally. Service by electronic mail will constitute service pursuant to FED. R. CIV. P. 5(b)(2)(D) and FED. R. CRIM. P. 49(b) and, unless otherwise ordered, will entitle the party being served to the additional 3 days provided by FED. R. CIV. P. 6(e) and FED. R. CRIM. P. 49(c). The following is a suggested certificate of service for electronic service:

Certificate of Service

I hereby certify that on [date], a copy of foregoing [name of document] was served electronically on [names of parties served].

s/ [Name of Password Registrant]

It is the responsibility of the filing party to ensure that all other parties are properly served. FED. R. CIV. P. 5(b)(3) notes that service by electronic means is not effective if the party making service learns that the attempted service did not reach the person to be served. If a party requiring service is not listed on the NEF receipt as having been sent an NEF of the filing, the filing party must serve that party by other appropriate means. The following is a suggested certificate of service for electronic **and non-electronic** service:

Certificate of Service

I hereby certify that on [date], a copy of foregoing [name of document] was served electronically on [names of parties served electronically] and on [name(s) and address(es) of parties served by mail] by regular U.S. mail.

s/ [Name of Password Registrant]

14. Attorney Termination of Service

In order to ensure attorneys receive notice of necessary post-judgment documents (i.e. appeals, bill of costs, etc.) an attorney will not automatically be terminated at entry of judgment. In order to be terminated from service in a case, the attorney must electronically file a "Notice-Other" and state in the notice that he/she is no longer active in the case and authorizes the Clerk's Office to terminate service of all future documents filed in the case. This procedure does not apply for attorneys who are requesting withdrawal and/or substitution of counsel. [See D.Ak LR 11.1].

15. Electronic Filings

A key objective of the electronic filing system is to ensure that as much of the case as possible is

filed, stored, and made available electronically. To facilitate electronic filing and retrieval, documents filed electronically **may not exceed 2.0 megabytes**. Documents exceeding 2.0 megabytes in size must be broken into sequentially numbered component parts not exceeding 2.0 megabytes each. The foundation document, e.g. motion, should be filed with the exhibits attached. Exhibits that are **not** available in electronic format are to be filed conventionally, attached to a copy of the NEF for the electronically filed document to which the exhibit(s) relate. If an exhibit is filed conventionally, the filer must include a “dummy” page in the appropriate place sequentially in the electronically filed document to which the exhibit applies, with a conspicuous notation in the middle of the page “Exhibit ____ (insert exhibit number and brief description of the exhibit) filed conventionally.” [See D.Ak. LR 5.3.]. Documents related to a motion, e.g. memorandum of law and a supporting affidavit, should be filed separately and must show as being a component related to the motion or other pleading. [See D.Ak. LR 5.3(e)(2)].

16. Chambers Copy

A complete and legible paper copy of every pleading, document, or paper exceeding twenty-five (25) pages, filed conventionally or electronically, must be provided for use by the judge in chambers. If the original pleading, document, or paper was filed electronically, the chambers copy must be attached to a copy of the Notice of Electronic Filing and must be printed with the ECF pdf header on each page. [See D.Ak. LR 10.1(b)]

17. Motions for Leave to File Late Filed and/or Over Length Documents

A party who moves for leave to file a late-filed or over-length document **must** attach a copy of the proposed late filed or over length pleading as an exhibit to the Motion for Leave. **The exhibit must be conspicuously labeled "PROPOSED"**. If the Motion for Leave is granted, the requesting party must then electronically file the late or over-length document without delay, or within the time frame ordered by the court. **The clerk will not convert the exhibit to the underlying Motion into a new filing.**

18. Motions to Amend and/or Supplement

A party who moves to amend or supplement, under LR 15.1, **must** attach a copy of the proposed amended pleading as an exhibit to the Motion. **The exhibit should be conspicuously labeled "PROPOSED"**. If the Motion to Amend or to Supplement is granted, the requesting party must then electronically file the amended or supplemental document without delay, or within the time frame ordered by the court. **The clerk will not convert the exhibit to the underlying Motion into a new filing.**

19. Conventional Filings

Under certain limited circumstances, parties otherwise participating in CM/ECF may be excused

from filing a particular exhibit or component electronically, such as when the exhibit is not available in electronic format or a component exceeds the file size limit described in Section 14. Such exhibit or component must **not** be filed electronically, but instead must be conventionally filed with the Clerk of Court and served on the parties, in accordance with the applicable Federal Rules of Civil and Criminal Procedure, and Local Rules for filing and service of non-electronic documents. A party may seek to have a component excluded from electronic filing pursuant to FED. R CIV. P. 26(c).

The responsibility of converting documents to electronic (.pdf) format rests with the party filing the document. In extraordinary circumstances, the Clerk's Office may scan conventional filings and enter them into CM/ECF. Once a document is scanned into CM/ECF, the electronic version becomes the official record of the Court and permits the Clerk of Court to retain, return or discard the original. If a party believes that retention of the original is warranted, a copy of the document should be filed with the Court and the party should retain the original. A party may also request at the time of filing, through a separate document, that the original be returned, rather than discarded, should the Clerk's Office determine it is no longer needed by the Court.

20. Signature Block

The party identification name and password will constitute the party's signature for FED. R. CIV. P. 11 purposes. All documents filed electronically must include a signature block in compliance with the appropriate Local Civil and Criminal Rule and include the typewritten name, address, telephone number, facsimile number, e-mail address and the attorney's Alaska Bar Registration Number, if applicable. In addition, the name of the password registrant under whose password the document is submitted should be preceded by a "s/" and typed in the space where the signature would otherwise appear.

s/ [Name of Password Registrant]
Address
City, State, Zip Code
Phone: (xxx) xxx-xxxx
Fax: (xxx) xxx-xxxx
E-mail: xxx@xxx.xxx
[attorney bar number, if applicable]

Documents requiring signatures of more than one party must be filed either by submitting a scanned document containing all necessary signatures or a listing of all of the names of the signatories on the document by means of a "s/[name](consent)" signature block for each. By submitting such a document, the filer certifies that each of the other signatories has expressly agreed to the form and substance of the document and that the filer has been authorized to submit the document on their behalf. Physical, facsimile or electronic signatures may be used to satisfy the requirements of this provision.

21. Sealed Documents

A party who moves to file a sealed document **must** attach a copy of the proposed sealed document as an exhibit to the Sealed Motion Requesting Leave to File Under Seal. **The exhibit must be conspicuously labeled "PROPOSED"**. If the Motion for Leave is granted, the requesting party must then electronically file the sealed document without delay, or within the time frame ordered by the court. **The clerk will not convert the exhibit to the underlying Motion into a new filing.** The electronic filing of documents under seal is governed by D.Ak. LR 5.1(e) and D.Ak. LCrR 47.1 and the Attorney's User Manual.

22. Proposed Orders

Proposed Orders, to non-dispositive motions, **must be submitted** as outlined below:

- Electronically submitted proposed orders must be attached to the motion to which it refers. This will provide service of the proposed order to all registered parties.
- All proposed orders must be conspicuously labeled **"Proposed"**. If the judge decides to use the proposed order, s/he will remove the **"Proposed"** language.
- A proposed order shall ***also*** be attached as a Word or WordPerfect (preferably WordPerfect) compatible file to an internet e-mail sent to the e-mail address of the assigned judge. Proposed Orders ***must not be submitted as a WordPad document.*** The subject line of the e-mail shall include the **case number, title of the order, and docket number for the motion that it refers to**. The e-mail addresses are **for submission of proposed orders only** and are as follows:

BeistlineProposedOrders@akd.uscourts.gov
BurgessProposedOrders@akd.uscourts.gov
FitzgeraldProposedOrders@akd.uscourts.gov
GussProposedOrdres@akd.uscourts.gov
HallProposedOrders@akd.uscourts.gov
Holland_Chambers@akd.uscourts.gov
JaminProposedOrders@akd.uscourts.gov
LongenbaughProposedOrders@akd.uscourts.gov
PallenbergProposedOrders@akd.uscourts.gov
RobertsProposedOrders@akd.uscourts.gov
Sedwick_Chambers@akd.uscourts.gov
SingletonProposedOrders@akd.uscourts.gov
SmithProposedOrders@akd.uscourts.gov
vonderHeydtProposedOrders@akd.uscourts.gov

- Proposed orders, on motions for default judgement, made pursuant to D.Ak.LR 55.1 should be prepared, filed and e-mailed as directed above. However, the subject line of the e-mail shall include **“Proposed Default Judgment” as well as the case number, and docket number for the motion it refers to.**
- No other communication, documents or pleadings may be e-mailed to the Judge(s) at the e-mail addresses above.

23. Orders Issued By The Court

All orders will be filed electronically. An order signed electronically, by either a digital signature or by using the “s/Judge’s Name” convention, has the same force and effect as if the Judge affixed a signature to a paper copy of the order.

Routine orders may be entered by a text-only entry upon the docket. In such cases, no (.pdf) document will issue, and the text-only entry shall constitute the Court’s only order on the matter. CM/ECF will generate a NEF as described previously in these procedures.

When mailing paper copies of an electronically filed order to a party who is not a registered CM/ECF participant, the Clerk’s Office will include the NEF to provide the non-participant with proof of the filing.

24. Trial Exhibits

Exhibits “lodged” with the Clerk of Court pursuant to D.Ak. LR 39.3 will not be filed electronically. Such documents will not be placed in CM/ECF, unless and until the assigned judicial officer directs filing of the lodged document. If a “lodged” exhibit is to be entered into CM/ECF, the submitting party may be required to resubmit the document in electronic format.

25. Official Record

The official Court record is the electronic file maintained on the Court’s servers. The official record also includes, however, any conventional documents or exhibits filed in accordance with these provisions that have not been otherwise entered into the system. The Clerk’s Office will retain all originals Indictments and Plea Agreements after they are uploaded into the system, at the discretion of the Clerk of Court, subject to any limitations imposed by statute, judiciary policy or orders of this Court. [See Attorney’s User Manual].

26. Remote Public Access

In accordance with the E-Government Act of 2002 and policies set forth by the Judicial Conference of the United States (which governs the administration of the U.S. Courts), the Court strives to

provide public Internet access to case related documents to the same extent that those documents are available at the courthouse, with some limitations. Remote electronic access to the CM/ECF system for viewing purposes is limited to subscribers to the Public Access to Court Electronic Records ("PACER") system. The Judicial Conference of the United States requires that a user fee must be charged for remotely accessing certain detailed case information, such as filed documents and docket reports. The access fee does not apply to official recipients of electronic documents, e.g. parties legally required to receive service or to whom service is directed by the filer in the context of service under the Federal Rules of Civil Procedure. Official recipients will receive the initial electronic copy of a document free to download as they see fit, but if they remotely access the document again, they will be charged.

27. Privacy

The E-Government Act of 2002 and the Judicial Conference of the United States Courts' Policy on Privacy and Public Access to Electronic Case Files set forth rules and provide guidance to protect privacy and security concerns relating to the electronic filing of documents and the public availability of documents filed electronically. In accordance with the Act, the following Model Notice has been provided to Courts using the CM/ECF systems:

The Office of the Clerk is now accepting electronically filed pleadings and making the content of these pleadings available on the Court's Internet website via WebPACER. Any subscriber to WebPACER will be able to read, download, store and print the full content of electronically filed documents that have been sealed or otherwise restricted by Court Order.

Do not include sensitive information in any documents filed with the Court, unless such inclusion is necessary and relevant to the case. Remember that any personal information not otherwise protected will be made available over the Internet via WebPACER. If sensitive information must be included, the following personal data identifiers must be partially redacted from the pleading, whether it is filed traditionally or electronically:

- 1) Social Security numbers,
- 2) financial account numbers,
- 3) dates of birth,
- 4) names of minor children, and
- 5) (in criminal cases only) home addresses.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may:

- (a) file a redacted document in the public record and file a reference list under seal. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its(their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifier. The reference list must be filed under seal and may be amended as of right, or
- (b) file an un-redacted version of the document under seal.

The court may, however, still require the party to file a redacted copy for the public file. Filers should exercise caution when filing documents that contain the following:

- 1) Personal identifying number, such as driver's license number;
- 2) medical records, treatment and diagnosis;
- 3) employment history;
- 4) individual financial information; and
- 5) proprietary or trade secret information.

Counsel are strongly urged to share this notice with all clients so that an informed decision about the inclusion, redaction and/or exclusion of certain materials may be made. If a redacted document is filed, it is the sole responsibility of counsel and the parties to be sure that all documents comply with the rules of this Court requiring redaction of personal data identifiers. The Clerk will not review each pleading for redaction.

The privacy provisions adopted by the Court are set forth in FED. R. CIV. P. 5.2 and FED. R. CRIM. P. 49.1, the Electronic Filing Administrative Policies and Procedures, and the Attorney's User Manual.

28. Additional Information

Additional information regarding CM/ECF can be obtained by visiting the Court's web site (www.akd.uscourts.gov), calling the CM/ECF Help Desk at 907-677-6145 or 1-866-403-1914 or by sending an e-mail message to the CM/ECF Help Desk (cmecfhelpdesk@akd.uscourts.gov).